

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TEXAS**

**Internal Operating Procedures - Clerk's Office**

**TABLE OF CONTENTS**

<b>I.</b>	<b>CLERK'S OFFICE LOCATIONS .....</b>	<b>Page 1</b>
<b>II.</b>	<b>OFFICE HOURS .....</b>	<b>Page 2</b>
<b>III.</b>	<b>FILING REQUIREMENTS .....</b>	<b>Page 2</b>
<b>IV.</b>	<b>FINANCIAL TRANSACTIONS .....</b>	<b>Page 3</b>
<b>V.</b>	<b>COPY REQUESTS .....</b>	<b>Page 3</b>
<b>VI.</b>	<b>INFORMATIONAL QUERIES .....</b>	<b>Page 4</b>
<b>VII.</b>	<b>ELECTRONIC DOCUMENT FILING .....</b>	<b>Page 5</b>
<b>VIII.</b>	<b>NOTICING .....</b>	<b>Page 5</b>
<b>IX.</b>	<b>MISCELLANEOUS .....</b>	<b>Page 6</b>

**I. CLERK'S OFFICE LOCATIONS**

**A. United States Bankruptcy Court - Tyler office - (903) 590-1212**

200 E. Ferguson Street, Second Floor

Tyler, Texas 75702-5999

*(Tyler and Marshall Divisions)*

*{Counties of: Camp, Cass, Harrison, Marion, Morris, Upshur}*

*{Counties of: Anderson, Cherokee, Gregg, Henderson, Panola, Rains, Rusk,*

*Smith, Van Zandt, Wood}*

**B. United States Bankruptcy Court - Beaumont office - (409) 839-2617**

Jack Brooks Federal Building

300 Willow Street, First Floor

Beaumont, Texas 77701-2222

*(Beaumont and Lufkin Divisions)*

*{Counties of: Hardin, Jasper, Jefferson, Liberty, Newton, Orange}*

*{Counties of: Angelina, Houston, Nacogdoches, Polk, San Augustine, Shelby,*

*Trinity, Tyler, Sabine}*

**C. United States Bankruptcy Court - Plano office - (972) 509-1240**  
**660 North Central Expressway, Third Floor**  
Plano, Texas 75074-6795  
(Paris, Sherman and Texarkana Divisions)  
{Counties of: Delta, Fannin, Hopkins, Lamar, Red River}  
{Counties of: Collin, Cooke, Denton, Grayson}  
{Counties of: Bowie, Franklin, Titus}

## **II. OFFICE HOURS**

A. The Clerk's Office is open for conducting official business from 8:00 AM to 4:00 PM daily, Monday through Friday, except official holidays and during such other times as the Chief Judge may designate. We do not close for lunch.

B. The doors close at 4:00 PM and is strictly enforced. We strongly encourage the filing of new petitions early in the day.

C. All parties are encouraged to submit documents by electronic means whenever possible. Electronic filing is generally available 24 hours per day, 7 days per week.

## **III. FILING REQUIREMENTS**

A. All papers and pleadings presented for filing are accepted, unless the document is not accompanied by the proper fee. Voluntary petitions for individuals without payment in full must be accompanied by an *Application to Pay Filing Fee in Installments*. Also, fee-related documents filed by a case trustee without payment in full must be accompanied by an *Application to Defer the Filing Fee*.

B. Every pleading must contain the attorney's state bar number (LBR 9011).

C. Parties requesting a file-stamped document copy must include an additional copy and a stamped, self-addressed envelope large enough and with sufficient postage attached to accommodate the return document.

D. Documents may not be removed from the physical confines of the Court.

E. The Court discards and does not file documents received using a facsimile machine.

F. A Notice of Change in Schedule of Creditors prepared in accordance with LBR Appendix 1007-b-7 must be filed by the debtor to add or delete creditors, to notify the Court

of creditor address changes, to amend schedules due to a chapter conversion, for other changes in the status of original scheduled debt, and with each amendment to Schedules I, J, and/or C.

#### **IV. FINANCIAL TRANSACTIONS**

A. The Clerk's Office charges all fees according to the *Official Bankruptcy Fee Schedule*, including *Bankruptcy Court Miscellaneous Fee Schedule* and the *Fee Schedule for Electronic Public Access*. 28 U.S.C. 1930.

B. The Clerk's Office does not provide change.

C. With the exception of pages printed from the public printer in the public area of each office, all services must be paid for in advance.

D. For pages printed from the public printers in the public area of each office, payment must be tendered prior to any departure from the Clerk's Office.

E. The Clerk's Office promptly deposits all cash, checks, and money orders, including those received with a *Motion to Reopen Case*.

F. The Clerk's Office periodically invoices *Chapter 11 Noticing and Claim Fees*. Fees are payable upon invoice receipt.

G. The Clerk's Office maintains a list of attorneys and law firms that may not pay fees with personal checks or checks from their law firm. These persons must pay for all services with cash, money order, cashier's check or credit card.

#### **V. COPY REQUESTS**

A. Various commercial service providers may perform research and make copies on your behalf. These companies usually charge a fee for their services. The Clerk's Office does not endorse any company nor will the Clerk's Office warrant their suitability to perform the work provided. The most current information is listed on our website at [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov).

B. Generally speaking, paper documents are NOT available for examination. The only exceptions are those paper documents filed prior to June 1, 1998 and paper proofs of claim filed prior to June 1, 1999. The Clerk's Office may charge the applicable search fee under the *Bankruptcy Court Miscellaneous Fee Schedule* for retrieval of a paper case file or any documents that are available in paper format. The Clerk's Office will charge the full applicable copy fees for all copies made from paper documents.

C. The Clerk's Office maintains multiple public access computer terminals at each of its divisional offices. There is no charge to use one of these terminals; however, print fees may be charged for printed copies of documents stored in an electronic format..

## **VI. INFORMATIONAL QUERIES**

A. Information about open and closed cases is available from a variety of mediums. The best medium for a user depends on the kind of information being sought and the type of access available.

B. **WebPACER** - The WebPACER system provides Public Access to Court Electronic Records via the Internet using any standard browser. Scanned document images and electronically filed documents are also available via our WebPACER service. Persons interested in utilizing this service must first register with the PACER Service Center at 800-676-6856 or on the Internet at the [PACER Service Center](#). There is a charge of \$.07 per page for information retrieved from this site. If you need help using the WebPACER system, there is a [user's guide](#) available. To register for WebPACER, go to <http://pacer.txeb.uscourts.gov>.

C. **VCIS** - VCIS is the Voice Case Information System. VCIS uses an automated voice response system to read a limited amount of bankruptcy case information (debtor, debtor's attorney, case trustee and current case status) directly from the court's database in response to Touch-Tone telephone inquiries. From the Tyler local calling area dial 590-1217. Outside the Tyler area call toll-free 1-800-466-1694

D. **National Case Party Index** - The U.S. Party/Case Index is a national index for U.S. district, bankruptcy, and appellate courts. This index allows searches to determine whether or not a party is involved in federal litigation almost anywhere in the nation. The U.S. Party/Case Index provides the capability to perform national or regional searches on party name and social security number in the bankruptcy index, party name and nature of suit in the civil index, and party name in the criminal and appellate indices. The search will provide a list of case numbers, filing locations and filing dates for those cases matching the search criteria. The U.S. Party/Case Index is available on the Internet and through the traditional dial-up service. The dial-up service is accessible with a terminal emulation of vt100 and settings of N/8/1. The toll-free modem number is (800) 974-8896 or (210) 301-6499 if residing in the San Antonio area. The Internet service is available on the World Wide Web at the [U.S. Party/Case Index](#). For more information on the U.S. Party/Case Index, please visit the [USPCI Overview](#). In accordance with Judicial Conference policy, the PACER Service Center charges a \$.60 per minute access fee for dial-up service and \$.07 per page for Internet service. Persons desiring to use this service must also first register with the PACER Service Center at 1-800 676-6856 or on the Internet at [pacer.psc.uscourts.gov/register.html](http://pacer.psc.uscourts.gov/register.html).

E. **Federal Records Center** - The paper case file for all closed cases are eventually sent to the Federal Records Center in Fort Worth, Texas for long term storage. The policy

differs slightly among our three divisional offices on how long a file is held at the divisional office after being closed. The physical location of closed case files should always be determined using the Court's electronic records before actually traveling to the Court. Please visit the Court's [FRC Search Page](#) on its website to determine if the case file you are interested in has actually been sent to the FRC for storage.

**F. Unclaimed Funds** - Unclaimed funds are monies deposited with the Clerk's Office by a case trustee pursuant to §347, Title 11 of the United States Code. Generally, these monies are unclaimed because the trustee does not have a current address for the creditor. Funds may be claimed pursuant to §2042, Title 28 of the United States Code. For further assistance, our Finance Office can be reached at (903) 590-1212, ext 207. In almost all instances, the Court's [Unclaimed Funds Database](#) on the Court's website is the best source of information.

## **VII. ELECTRONIC DOCUMENT FILING**

A. Registration forms to file documents electronically are available at any of the three divisional offices or from the Court's website at [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov).

B. All electronic filers must complete an *Credit Card Blanket Authorization Form*. This form is available at any of the three divisional offices or from the Court's website at [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov).

## **VIII. NOTICING**

A. The Clerk's Office uses the Bankruptcy Noticing Center (BNC) under contract with the Administrative Office of the United States Courts (AOUSC) for noticing.

B. Notice recipients generally receive notices that are printed and mailed first class using the United States Postal Service (USPS). Notice requests are generated daily in the Clerk's Office and sent electronically to the BNC each evening. Notices are printed and mailed on the following day at the BNC print facilities around the country.

C. High volume users, those organizations receiving more than 200 notices on a monthly basis, are strongly encouraged to receive notices using Electronic Data Interchange (EDI). Noticing data transmitted via EDI is automatically sent to a user-defined electronic destination. This EDI information can then be processed by the user's computers, providing the capability for automated processing of at a fraction of the cost of manual methods. This service is available at no cost to users and results in notices being received the same day or the next morning by the user. A Trading Partner Agreement (TPA) must be signed by both the user and the Clerk's Office and on file with the BNC. The standard TPA is not authorized to be modified in any way.

D. Users receiving between 20 and 200 notices on a monthly basis are strongly encouraged to receive notices either through their email system or through their facsimile machine. These notices are usually received the same day the notice request is sent to the BNC or the next morning.

E. There is a special Electronic Bankruptcy Noticing (EBN) website at [www.ebnuscourts.com](http://www.ebnuscourts.com) for detailed information about these free electronic noticing services. Users may also contact the BNC directly at 800-837-3424. These electronic notices will provide notices to users days faster than the usual USPS first class service.

E. In all instances where the BNC does not receive an acknowledgment of receipt from a user's electronic system (EDI, email, or fax) by the time the notice is printed for all other notice recipients, the BNC will print and mail the notice.

F. In certain limited situations, the Clerk's Office will fax or mail certain orders to small groups of notice recipients.

## **IX. MISCELLANEOUS**

A. The Clerk's Office maintains a web site available to the general public. The address is: [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov). Visitors to our web site are encouraged to submit reasonable suggestions and constructive criticism to the webmaster via email.